

**From:** [R6HarveyPIO](#)  
**To:** [R6HarveyInfo](#)  
**Subject:** FW: Instructions for R6HarveyPIO@epa.gov  
**Date:** Friday, September 8, 2017 3:10:20 PM

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**From:** Larson, Darrin  
**Sent:** Friday, September 8, 2017 3:10:19 PM (UTC-06:00) Central Time (US & Canada)  
**To:** Havlik, Carl; Fanning, Cynthia  
**Cc:** R6HarveyInfo; Biggs, Tonia; R6HarveyPIO  
**Subject:** Instructions for R6HarveyPIO@epa.gov

Carl and Cindy,

We're using the response PIO box to receive incoming media inquiries for Harvey instead of R6press. I've gotten access for both of you. (Whenever a new PIO is deployed, they'll just need let the Logistics Section chief know they need access.)

To access the R6HarveyPIO mailbox, you need to be in Outlook web mail. Once you're in, click on your profile on the upper right side of the screen, and select "open another mailbox," and then type R6HaveyPIO in the search box.

In addition to monitoring for press inquiries, we'll use the mailbox to keep information that PIOs will need to have access to, so please cc the R6HarveyPIO mailbox when sending out press releases, talking points, etc.. As this is an official response box, nothing can be deleted. Please set up folders to indicate which inquiries you've already responded to (if the PIO hasn't already).

Darrin Larson  
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U.S. EPA Region 6  
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